

CITY OF MILWAUKIE

CLASSIFICATION: UTILITY WORKER II

Department: Community Development
Location: Johnson Creek Blvd

Grade Number: 9(59)
Union: AFSCME

FLSA: Non Exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs regular and recurring installation, maintenance, and repair activities for City water, storm water, waste water, or street. Operates a variety of light and heavy equipment to accomplish duties. This position is distinguished from the Utility Worker I classification by lead worker responsibility. Responds to emergency situations. Responds to inquiries from the public. The Utility Worker II is a working crew leader for at least two other crew members and oversees jobs related to operations. The Utility Worker II is responsible for the job management, job safety and efficiency.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned (streets, storm water, waste water, or water).

1. Works with and provides lead direction to assigned Public Works personnel; plans and directs work assignments. Provides training in work and safety procedures. Assures that work is performed according to established safety practices and procedures.
2. Uses a variety of hand and power-operated tools and equipment such as shovels, picks, hand and small riding mowers, power hacksaw, drills, jackhammer, welders, compressor, portable concrete saws and weed whackers.
3. Operates all departmental heavy equipment as directed including backhoe, loader, dump truck, paver, roller, tractor, vactor, aquatech, T.V. van and sweeper.
4. Responds to public inquiries and service requests in a courteous and timely manner; evaluates citizen complaints by on-site inspection. May assign and dispatch crews to solve problems. Provides information within scope of knowledge or refers to other City staff. May follow through with written reports.
5. Installs and/or repairs main water, waste water and storm water lines, manholes and catch basins. Locates leaks. Lays and aligns pipe, accomplishes hookups; tests installation in accordance with established procedures, and back fills excavation in related division.
6. Inspects sewer lines, cross connections, manholes and sewer drain field manually or through remote cameras, tests and monitors mains and laterals to confirm connections, breaks or flow direction. Installs or repairs waste water lines and laterals; backfills; landscapes, and repaves as needed. Operates high velocity jet flusher to clean, flush, and restore sewer lines and combination sewer cleaner to clean and flush catch basins and sumps in related division.
7. Conducts survey of streets, noting problem areas, potholes, cracks and sign damage. Performs street maintenance and repair, including hot paving cold patching and crack.

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8. Maintains lift stations, sanitary and storm sewers.
9. Conducts infrastructure mapping and maintains infrastructure database for all utilities: water, storm, sewer and streets.
10. Maintains right-of-way.
11. Installs water meters and meter replacements. Reads water meters. Installs, repairs, and services fire hydrants.
12. Locates water lines for other utilities.
13. Prepares and maintains logs and records of daily work activity including time, materials, and equipment utilized.
14. Participates in emergency operations as necessary.
15. Acts in the capacity of the higher level Operations Supervisor in that person's absence.
16. Maintains positive public relations with customers and is responsive to customer needs.
17. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
18. Performs other related duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) High school degree, GED; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Three (3) years prior work experience in either water, storm/sewer, road maintenance or general public works operations; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of maintenance construction and repair methods and procedures used in assigned area.
- ii) Knowledge of safety practices and procedures applicable to area of assignment.
- iii) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- iv) Knowledge of traffic systems, signs, and signals, techniques of flagging and traffic control.
- v) Ability to operate and maintain equipment and power tools used in public works maintenance operations.
- vi) Ability to perform heavy manual work under confined and uncomfortable conditions.
- vii) Ability to determine appropriate resources needed for a project and to direct the work of others.
- viii) Ability to interpret construction plans.
- ix) Knowledge of pumps and pumping systems and water distribution systems.
- x) Ability to establish and maintain effective working relationships.
- xi) Ability to work as a team member.

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- xii) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License; and either possess or obtain within 6 months of date of hire a CDL endorsement at Class A level and a Tanker endorsement.
- b) Must obtain OSHA Confined Space and Competent Person Certification, and Traffic control certification within six (6) months of hire.
- c) For positions in the sewer division must obtain the Wastewater Collections II Certification within one (1) year of hire.
- d) For positions in the water division must obtain Water Distribution I Certification within one (1) year of hire.

4. **Tools and Equipment Used:**

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, vactor truck, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, waste water jet truck, air compressor and variety of other hand tools.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones and 2-way radios.

5. **Supervision:**

- a) This is not a supervisory position; however provides lead worker direction to others in assigning tasks and overseeing others work and managing jobs.
- b) Works under the direction of the Operations Supervisor.

6. **Communications:**

- a) Has frequent communication with staff.
- b) Communication is generally routine in problem solving, coordinating with crew, supervisor, and other departments, and answering citizen comments and requests. Occasionally some degree of complexity.

7. **Cognitive Functions:**

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered are of moderate difficulty with precedent often available.
- c) Complexity encountered in safety issues working near other utilities; nature of GPS equipment; complexity of waste water pump stations and force mains which are monitored using telemetry system.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.

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- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification are called out in emergency situations at all hours.

9. Resource Accountability:

- a) Accountable for safe operation of heavy equipment valuing up to \$250,000.
- b) Has some impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 11/20/90
Revised: 03/01/02
Revised: 11/30/04